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Statement of Work

Title: Tires & Related Materials for Fleet Services

Revision Number: 1

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Statement of Work for *Tires & Related Materials for Fleet Services*

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SUPPLEMENTAL TECHNICAL APPROVAL PAGE FOR SOW TITLE: Tires & Related Materials for Fleet Services

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1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC, (Buyer) supports the DOE Richland Operations Office (RL) Project Hanford, which is responsible for cleanup of the Hanford Site.

The Buyer maintains a large and diverse fleet of Government owned and leased vehicles for the Department of Energy's Richland Office. This includes emergency response vehicles, such as fire trucks, ambulances, and patrol vehicles; in addition to general purpose vehicles. Fleet equipment also includes cranes, construction type equipment, and various other types of heavy equipment. A primary shop, 2711E, is located within the 200 East Area of the Hanford Site approximately 26 miles from Richland.

2.0 OBJECTIVE

Buyer requires a Subcontractor to supply and return tires, related materials, and services on an as-needed basis as described in Section 3 of this SOW.

3.0 DESCRIPTION OF WORK – SPECIFIC

Consigned Materials:

As part of this contract, the Subcontractor shall provide a consigned/stocked material inventory consisting of tires and related materials as requested. The Subcontractor will place a consigned inventory at the primary Fleet Maintenance shop, 2711E. This location is subject to change with minimal notice. Materials that are used will be paid for as they are consumed. The Subcontractor is authorized to perform an inventory at any time during normal business hours with twenty-four (24) hours prior notice. Materials will be under the care and custody of the Buyer. Items that are within the Buyer's facilities that are damaged and/or lost will be considered as consumed and be paid for under the terms of the subcontract. Overstock inventory will be credited to the Fleet Maintenance Automotive Parts and Supplies account.

The Subcontractor, based on established min/max levels, will replenish consigned inventory items twice per week. These levels are to be determined by the Fleet Maintenance Parts Department based on sales history, with input from the Subcontractor.

All materials delivered to the Hanford site will be invoiced and accepted by the Buyer's Technical Representative (BTR) or Fleet Maintenance Parts Handler. Discrepancies will be resolved within the same business day as the delivery.

Direct Charged Materials:

Tires, related materials and services which are used on a repetitive basis or are needed for an emergency repair. Subcontractor will also be responsible to remove and properly dispose of used



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tires and related materials as accumulated. The number of used tires disposed can exceed the number purchased. Costs associated with the disposal of these materials shall be billed as a separate line item.

Deliveries:

The Subcontractor shall deliver to, and remove disposal items from, the 2711E shop or other locations within reason of the Hanford site boundaries when directed by the BTR or Parts Handler. Deliveries will be made three times per week during normal business hours conducive to the Buyer's needs. Deliveries will be made Mondays, Wednesdays, and Thursdays before 12:00 PM, unless other mutually (BTR/Subcontractor) agreed upon days have been arranged. Items that are readily available locally shall be delivered within two (2) business days. Those tires/materials, which are not available locally, shall be delivered within four (4) business days without incurring any shipping/handling fees to the Buyer. Premium shipping/handling charges will be paid for at actuals by the Buyer upon BTR or Parts Handler pre-approval; these costs shall be identified as an individual line item on the Subcontractor's invoice. Subcontractor shall also notify the Contract Specialist and BTR via email with 72 hours of premium shipping being requested, however, this shall not delay delivery.

Compliance with all United States Department of Transportation and Washington State Commercial Motor Carrier Safety regulations will be the responsibility of the Subcontractor. Emergency delivery of items up to five (5) times per calendar month may be required by the Buyer without additional charges. Subcontractor may propose an additional charge for emergency delivery of over five (5) times per calendar month.

Used or junk tires shall be retrieved and removed from the Hanford Site on a weekly basis. This should be performed the last business day of the week at the conclusion of that day's delivery as applicable.

All material transport must be performed in accordance with any and all applicable Federal Motor Carrier Safety Regulations and Washington State transportation laws.

Product Substitutions:

Substitutions will not be allowed without prior consent of the BTR. Under no circumstances will substitutions be allowed where quality or safety is compromised. Buy-out products may be requested at the discretion of the BTR or Parts Handlers. Buy-out products are defined as those which the Subcontractor is unable to provide through their supply system, or, that MSA would be unable to wait for through the Subcontractor's normal routine; therefore, the product would have to be supplied from another supplier. Any substitutions must be billed to MSA at actual cost without markup. Vendor shall notify Contract Specialist and BTR via email of Buy-out products on orders placed within 72 hours of order, however, this shall not delay delivery. Subcontractor



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must provide supporting invoice from their supplier with their monthly invoice to MSA for any Buy-out products.

Recapping Tires:

In the event the Buyer provides tires for recapping, it is expected that these exact tires are to be recapped and returned unless they are found with defects which preclude recapping.

Product Research:

The Subcontractor will provide, as part of this subcontract, the means to research parts and materials. This can be by use of hard copy catalogues, electronic media, computers, or other means that will provide adequate quality during research.

Return Policy/Restocking Fee:

MSA anticipates that tires and related materials will be incorrectly ordered and/or received from time to time. The reasons for this are many and are inherent to the business. Return of incorrectly received tires and related materials will be allowed. Subcontractor will facilitate the return of such items without restocking fees. In the event that this is not possible, Subcontractor will provide the BTR with the return policy of the OEM dealer. Credits for returned items will be invoiced in a timely manner.

Monthly Purchase Summary:

Subcontractor will include with the monthly invoice, a monthly summary that includes and breaks-down the number of new, used, and recapped tires purchased.

Warranties:

All items purchased as part of this contract will be warranted to the Buyer in the same manner as any other customer.

Work not Included:

Buyer reserves the right to obtain materials outside of this subcontract. Items which are in the best interest of the government to be purchased elsewhere will not be considered as part of this contract (i.e. freight charges, manufacturer discounts etc., that are offered to the government at a better price than the subcontracted rate).



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4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

4.1 Ordering and Delivery Requirements

Buyer personnel via phone, or electronic ordering media, will provide orders for materials. Each order will have a description (i.e. size, ply), and quantity. The unique order identification numbers (purchase order) will be placed on the transaction signifying authorization. A Subcontractor's invoice will be prepared including the unique order number and be provided when the item(s) are delivered and/or will be submitted in a timely manner.

All electronic files communicated to the Buyer by the Subcontractor shall be in a Microsoft or Adobe PDF compatible format.

All work shall be performed in strict accordance with the requirements of this subcontract.

In the event of a delivery to a location other than a Fleet Maintenance facility, the Subcontractor shall:

- Coordinate the delivery in advance with the MSA Delivery Point of Contact (DPOC) identified by the BTR or Parts Handler, to establish a specific delivery schedule and rendezvous point(s) where the delivery shall meet the DPOC or designee prior to proceeding to the actual deliver point.
- Participate with the DPOC in a pre-delivery walk-down of the offload location and a pre-job briefing prior to commencing delivery.
- Follow instructions of the DPOC.

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.



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Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Environmental Requirements:

- A. With the exception of fuels, coolants, lubricants, and related fluids associated with delivery vehicle and equipment operations, no other chemicals shall be brought onsite without Buyer's prior approval.
- B. The Buyer shall assume responsibility for reporting and cleaning up any spills that occur during work performed under this contract.
- C. The Contractor shall avoid generation of dangerous waste during performance of this work on the Hanford site and shall coordinate with Buyer regarding any waste generation and management generated on the Hanford Site. The Buyer will assume responsibility for management and disposal of wastes.

4.3 Quality Assurance (QA) Requirements

Substitutions will not be allowed without prior consent of the BTR or Parts Handler. Under no circumstances will substitutions be allowed where quality or safety is compromised. When genuine OEM replacement parts are specified, no substitutions will be accepted. Chemical substitutions will require prior review and approval from Chemical Management POC and/or the BTR.

All tires purchased under this subcontract shall not have a manufacture date greater than twelve (12) months prior to the date of delivery, unless otherwise authorized by the BTR or Parts Handler.



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5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.

The following types of training/qualifications are required:

Required Qualifications:

Hanford Site Orientation training (HSO) will be mandatory and renewed annually. HSO takes approximately one hour to complete.

Valid Commercial Driver License (CDL) and Medical Examiner's Certificate as applicable for operation of Commercial Motor Vehicles (CMV).

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Work Location / Potential Access Requirements

Materials are to be delivered to the 2711E facility in the 200 East Area.

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 5:30 am and 4:00 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).



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7.0 DELIVERABLES

- A. Subcontractor will be required to provide three (3) deliveries per week, in accordance with the hours specified in Sections 3 & 5.4 of this SOW.
- B. Subcontractor shall have an established, stocked inventory to replenish Buyer's tire consignment products in a timely manner.
- C. Subcontractor will maintain a schedule for delivery, mutually agreed upon with BTR.

8.0 SPECIAL REQUIREMENTS

Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- KICKOFF MEETING - Before start of the Work, MSA will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.
- The purpose of the meetings is the exchange of Work-related information.